

STOKE ST MICHAEL ANNUAL COUNCIL MEETING
Minutes from the virtual meeting held on 6th May 2021

1. Election of Chair

(a) To elect the Chair for the forthcoming year

Cllr Amanda Taylor proposed to elect Cllr Keith Hambly as Chair for the forthcoming year, this was seconded by Cllr Kim Rice and unanimously agreed.

(b) The Chair to sign the Declaration of Office Form

Cllr Keith Hambly as the new elected Chair of Stoke St Michael Parish Council signed the Declaration of Office on screen.

2. Election of Vice-Chair

(a) To elect the Vice-Chair for the forthcoming year

Cllr Amanda Taylor proposed to elect Cllr John McEntee as Vice-Chair for the forthcoming year, this was seconded by Cllr Kim Gibson and unanimously agreed.

3. Present

Cllrs John McEntee, Cllrs Keith Hambly (Chair), Simon Farnsworth, Amanda Taylor, Kim Gibson, Matthew Rice, David Richardson-Aitken and Nick Corbett. There was also one member of the public in attendance – District Councillor Alan Townsend.

4. Apologies

Cllr Keith Holder

5. To approve the minutes of the Annual Meeting held on 16th May 2019 (no meeting having taken place in 2020 due to the Covid pandemic) and discuss any matters arising

The Council **RESOLVED** that the minutes of 16th May 2019 be accepted as a true record and would be signed by the Chair.

6. Banking Arrangements

(a) To agree the 'banking arrangements' for the year and to agree any changes to the nominated signatories

The Council **RESOLVED** to keep Cllrs Keith Holder, John McEntee, Matthew Rice as signatures for the bank and to add Cllr Keith Hambly. The contact details are to stay the same for the Parish Clerk.

7. To confirm that the Parish Council are Custodian Trustees of the War Memorial Hall and the Community Playing Field

The Council **RESOLVED** that the Parish Council are Custodian Trustees of the War Memorial Hall and the Community Playing Field.

8. Insurance Cover

(a) Agree annual insurance

The Council **RESOLVED** the cover for the annual insurance. Cllr Simon Farnsworth queried why Data Breach cover was excluded. It was agreed that this risk and the associated mitigation captured in the Risk Register should be reviewed at the next Parish Council meeting.

(b) Agree payment of Annual Insurance

The Council **RESOLVED** to pay the annual insurance of £397.25

9. Accounts for the Year Ending 31st March 2021

(a) Note the Annual Internal Audit Report from the Internal Auditor

The Council noted the Annual Internal Audit Report that there were no recommendations arising from the work undertaken.

(b) To approve the Annual Governance Statement of 2020/2021 of the Annual Return

The Council **RESOLVED** to approve the Annual Governance Statement of 2020/2021 of the Annual Return.

(c) To approve the Accounting Statement 2020/2021 of the Annual Return

The Council **RESOLVED** to approve the Accounting Statement 2020/2021 of the Annual Return.

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(d) Notice of Public Rights and Publication of Annual Governance & Accountability Return

The Council **RESOLVED** that the dates for the period of exercise of public rights would take place commencing Monday 14th June and end on Friday 23rd July 2021.

(e) To confirm that the Parish Clerk is also the Responsible Finance Officer.

The Council **RESOLVED** that the Clerk is also the Responsible Finance Officer.

Next Annual Council Meeting **Thursday 12th May 2022**

Meeting closed 8.03pm

DRAFT